



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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IN REPLY  
REFER TO DO

OCT 25 2001

**MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES**

**SUBJECT: Policy Statement – Military and Civilian Environment Free of Sexual Harassment**

Sexual harassment in any form will not be tolerated within DLA. Our personnel deserve and will receive the best working environments we can provide, and this includes freedom from sexual harassment. I expect us to demonstrate respect for one another and to honor the dignity of each person with whom we come into contact throughout DLA.

Please read and understand how we define sexual harassment. Our definition is from Title 29 of the Code of Federal Regulations, Part 1604.11, and is as follows: "... Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or (3) such conduct has the purpose or effect or . . . interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

If you believe someone is sexually harassing you, you should report it as soon as possible to your first- or second-level supervisor, an appropriate EEO official, or your commanding officer. If you are not an employee or military member of DLA, you should contact the EEO office for appropriate referral.

All supervisors and managers should discuss this policy with their employees and military members and assure them they will not suffer acts of reprisal for reporting sexual harassment. Leaders should make sure that everyone understands what sexual harassment really is through discussion, training, and prompt posting of this memorandum. Offenders found guilty of sexual harassment should know they will receive strong disciplinary action.



We cannot effectively serve the warfighter if our organizations and people are suffering from the indignities and loss of productivity associated with sexual harassment. Such behavior is illegal and counterproductive, and I have zero tolerance for it. We will not compromise DLA's mission and the effectiveness of our team members with such conduct.

A handwritten signature in black ink, appearing to read 'K. Lippert', with a stylized, cursive script.

KEITH W. LIPPERT  
Vice Admiral, SC, USN  
Director